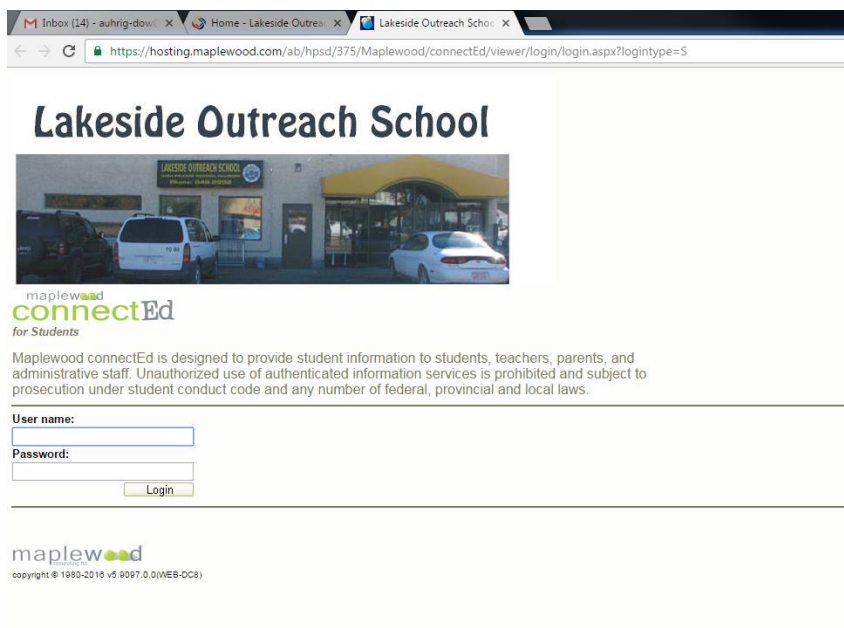


Parent Portal

To access your child's marks/information please go to the schools website www.lso.hpsd.ca. Click on the **Student Achievement** Quick Link.



Once you are on the schools Maplewood connectEd site.



Login using the username and password that has been emailed to you from your child's school.

If you did not receive an email:

1. Check your Junk mail folder.
2. Check with the school that they have your correct email address.
3. Ask the school to print it out for you.

Maplewood connectEd Users' Guide for Parents

The first screen you will see when you log in is the Home screen. The Home screen shows a summary of the commonly used information like attendance totals, marks and homework assignments.

If you have more than one child at a school, you will see a dropdown list and a GO button. Choose the name of the child you wish to view and click the GO button.

Information on this student can be found under the various menu items. The school controls which menus you are able to see but information is available on timetables, marks, attendance, personal/contact information, transcripts, discipline (incidents), transportation and accounts (school fees).

To find Today's Attendance, choose Attendance – Today (if available) from the menu bar. In a secondary school, you will be able to see what the office has entered as well as what the teacher has entered, and if the student has signed in or out of any classes. In an elementary school the attendance is done for the morning and afternoon and you will be able to see what the student's attendance is for those time periods.

To see the student's marks, choose Achievement – Marks and Comments (if available) from the menu bar. Below is an example of what it might look like:

Class: SCH4Ca - Chemistry - College Preparation *Mr. Hurd*
 Include Dropped Classes

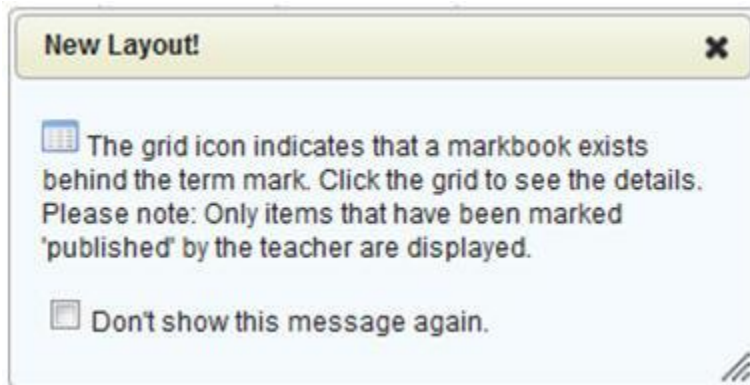
Topic	Marks		Comments
	S1 First	S1 Final	Select Term: S1 First
Grade	85.471	85.471	<u>Rufa is always quick to contribute to class discussions and provides meaningful insight into the top...</u>
Interview Requested	N		
Learning Skills and Work Habits (9-12)			
Responsibility	E		
Organization	E		
Independent Work	G		
Collaboration	S		
Initiative	N		
Self-Regulation	S		

- Choose a different class from the Class dropdown to see marks and comments for that class.

- Choose the grid icon beside the mark to see the markbook associated with that mark. The markbook consists of all assignments, tests, labs, etc that the teacher has set up and published.
- If the information icon (blue circle with the letter I) appears this means the student has a modified program associated to this class (e.g., an IEP).
- Choose a different term under the Comments column to see comments from that class from a different term.

General Guidelines and Tips:

- Always choose the Logout link in the top left corner of the screen, rather than just closing the browser. This ensures all connections are closed.
- Due to the possibly sensitive nature of the information available through the Maplewood connectEd website, you will be automatically logged out of your session if you leave the screen inactive for a specified amount of time. The school has defined this amount of time, and a Session Timeout counter is visible in the top right hand corner of the screen. The text is green at first but will turn bold black, then red and flashing as you get closer to being timed out.
- Choose the school name in the very top, right-hand corner of the screen to see contact information about the school, including the Principal's email address.
- When new features are added to the Maplewood connectEd system, a Usage Hint will appear, giving a short description of how it works. E.g.:



Once you have read the message, check the "Don't show this message again" box. To reset all usage hints, go to the My Profile link at the top of the screen and choose the button "Reset Usage Hints". Please note, you cannot edit your children's information. Contact the school if you feel that the student information is incorrect and needs to be changed.

Who to contact for help

Please contact the school at **780-849-2992** or email iso@hpsd.ca if you experience any difficulties or have questions about this site.